

TO ALL ATTORNEYS FILING PETITIONS FOR ADMISSION

Attached for your convenience is a sample petition for admission and sponsoring affidavit.

All petitions are to be double-spaced and followed according to the sample, including all paragraphs as they pertain to the petitioner. Please read the petition, affidavit and local rules attached carefully before completing and filing the petition, as any deficient petitions will be returned for correction.

Each applicant upon admission to practice in the Eastern District of New York shall pay to the Clerk the statutory admission fee of \$150.00 in addition to the Court Purpose Fund fee of \$10.00 and a \$10.00 fee for the Pro Bono Fund for a total of \$170.00. For a duplicate certificate of admission or certificate of good standing there is an additional fee of \$15.00. **PLEASE NOTE THAT THE FEE IS TO BE PAID ON THE DATE OF ADMISSION, AND IS NOT TO BE INCLUDED WITH YOUR PETITION FOR ADMISSION.** All checks received prior to the admission date will be returned to the sender.

If you seek admission at the Brooklyn Courthouse, it would be helpful if you include a cover letter indicating a preferable **FRIDAY WHEN YOU AND YOUR SPONSOR WILL BE ABLE TO APPEAR FOR THE HEARING.**

PETITIONS FOR ADMISSION MUST BE RECEIVED NO LATER THAN TEN BUSINESS DAYS BEFORE THE ADMISSION DATE YOU HAVE SELECTED.

Admissions are held in each of the courthouses according to the following schedule:

Brooklyn:	Every Friday at 9:30 a.m.
(718) 260-2285	

Central Islip:	Third Wednesday of every month at 2:00 p.m.
(631) 712-6000	

UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF NEW YORK
-----X

SAMPLE PETITION

IN THE MATTER OF THE APPLICATION OF

TO BE ADMITTED AS AN ATTORNEY
-----X

TO THE HONORABLE JUDGE OF THE UNITED STATES DISTRICT COURT FOR THE
EASTERN DISTRICT OF NEW YORK:

PETITION ROE, petitioner herein, respectfully states:

1. The petitioner resides at _____, and
maintains an office for the practice of law at _____

2. That petitioner was admitted to practice by the Appellate Division of the
Supreme Court, _____ Department of the State of New York at
the _____ Term. [A current Certificate of Good Standing must be attached]

3. That petitioner attended _____ Law
School and was graduated from said law school with the degree of _____ in
_____.

4. That petitioner has practiced in the various courts of the State of New York,
including _____; and drawn legal papers.

5. That petitioner is now a member of New York State Bar in good standing and a
member of good standing of the bar of _____.

6. That petitioner has never been held in contempt of court and has never been
censured, suspended or disbarred by and court.

7. That petitioner has read and is familiar with:
- (A) The provisions of the Judicial Code Title 28, United States Code;
 - (B) The Rules of Civil Procedures for the district courts;

- (C) The Rules of Criminal Procedures for the district courts;
- (D) The Rules of the United States District Court for the Eastern District of New York;
- (E) The Federal Rules of Evidence for United State Courts;
- (F) The Code of Profession Responsibility adopted by the American Bar Association and will faithfully adhere thereto.

WHEREFORE, your petitioner respectfully requests admission as attorney, in the United States District Court for the Eastern District of New York.

PETITIONER ROE

SAMPLE

(Signed)

NOTE: ALL PETITIONS ARE TO BE VERIFIED:

**STATE OF NEW YORK
CITY OF NEW YORK
COUNTY OF NEW YORK**

_____ being duly sworn, deposed and says; that he/she is the petitioner herein; that he/she has read the foregoing petition; and that the same is true to his/her own knowledge except as to matters therein stated to be alleged on information and belief, and that as to those matters he/she believes it to be true.

PETITIONER ROE

(Signed)

SWORN TO BEFORE ME THIS
DAY OF , 20__

UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF NEW YORK
-----X

SAMPLE AFFIDAVIT

IN THE MATTER OF THE APPLICATION OF

PETITION ROE

SPONSORING AFFIDAVIT

TO BE ADMITTED AS AN ATTORNEY

-----X

STATE OF NEW YORK) ss:
COUNTY OF KINGS)

FREDERICK ROE, being duly sworn, deposes and says:

FIRST: I reside at , and maintain offices
and official address for the general practice of law at .

SECOND: I am the attorney at law having been admitted to practice in the Supreme
Court, Appellate Division of the Department of New York during the Term, and the
United States District Court for the Eastern District of New York in good standing.

THIRD: I have know the petitioner for at least one year and have visited with
him/her on numerous occasions.

FOURTH: I know that the petitioner has practiced law in the court of .
That petitioner is of good moral character and fully qualified to be admitted to practice in this court.

FIFTH: I know that the petitioner has been attorney in actions on .

SIXTH: In my opinion petitioner believes in the fundamental principles of the
constitution of the United States and will make an honorable and capable member of the bar of this
court.

FREDERICK ROE

(Signed)

SWORN TO BEFORE ME THIS
DAY OF , 20__

SAMPLE